

25 Nov. 1955

MEMORANDUM FOR: All Staff and Division Chiefs
SUBJECT: Review of Schedule of Vital Documents
REFERENCE: LI 40-6-3 "Vital Material Program"

1. It is requested that each Staff and Division Chief review LI 40-6-3 in view of the experience gained during the recent "Operation Alert" and the necessity of providing for records essential to the continuity of the support function at a relocation center.

2. Recommendations and suggestions for additions, deletions and amendments to Attachment 1 of the referenced instruction should be submitted to the Administrative Staff not later than 2 December 1955.

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JAMES A. GARRISON
Director of Logistics

Addressee Distribution:

- Assistant Director of Logistics *name*
- Chief, Planning Staff *nothing new per*
- Chief, Security Staff *nothing new per*
- Chief, Procurement Division *nothing new per*
- Chief, Printing Services Division *nothing new per*
- Chief, Real Estate & Construction Division *nothing new per*
- Chief, Supply Division *nothing new per*
- Chief, Transportation Division *nothing new per*
- Chief, Administrative Staff *nothing new per*

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